



Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 3600.1
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APPROVED BY Signature: Original Signed by
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TITLE: Director

Responsible Office: 114/Career Development and Employee Worklife Office

Title: Work Schedules

PREFACE

P.1 PURPOSE

This directive describes the work schedule options available to employees of the Goddard Space Flight Center (GSFC) and the requirements and procedures to be followed by supervisors and employees for establishing individual tours of duty.

P.2 APPLICABILITY

This directive applies to all GSFC civil service employees working at their duty stations as well as teleworking at alternative sites. Certain provisions pertain only to particular organizations as indicated. Work schedule options derived from this policy may be implemented only to the extent that they are compatible with the mission of the organization and the role of the individual employee, are consistent with safety, physical and Information Technology (IT) security, and facility support procedures, and are approved by the first-line supervisor.

P.3 AUTHORITY

- a. 5 United States Code (U.S.C.) 6101
- b. 5 U.S.C. 6121-6122
- c. 5 U.S.C. 6127
- d. 5 U.S.C. 6133
- e. 5 Code of Federal Regulations (CFR) Part 610
- f. [NPR 3600.1](#), Attendance and Leave

P.4 REFERENCES

- a. Office of Personnel Management (OPM) "Handbook on Alternative Work Schedules"
- b. [GSFC Form 27-4](#), Request for Change in Duty Hours

P.5 CANCELLATION

GMI 3610.2F, Hours of Duty

P.6 SAFETY

This policy allows a wide range of scheduling options. No work schedule that could jeopardize the safety or security of an employee, IT resource, or property is permitted.

P.7 TRAINING

Supervisors and employees will attend briefing sessions upon the initial implementation of these guidelines. Following implementation, a work schedule module will be included in training for new supervisors and periodic briefings for supervisors and employees will be conducted as needed.

P.8 RECORDS

Record Title	Record Custodian	Retention
Request for Change in Duty Hours, GSFC 27-4	Chief, Career Development and Employee Worklife Office, Code 114	*NRRS 3-48B Destroy after GAO Audit or when 6 years old, whichever is sooner.

*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

P.9 METRICS

None.

P.10 DEFINITIONS

- a. Alternative Work Schedule (AWS) – a type of work schedule [compressed work schedule (CWS) or flexible work schedule (FWS)] that is established to provide employees greater scheduling flexibilities while meeting program and mission goals.
- b. Basic work requirement – the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave, credit hours, excused absence, holiday hours, compensatory time off, or time off as an award.
- c. Compressed Work Schedule (CWS) – a category of AWS which has an 80 hour biweekly basic work requirement that is scheduled for less than 10 workdays and that may require the employee to work more than 8 hours in a day.
- d. Credit hours – those hours within an FWS that an employee elects to work in excess of his or her basic work requirement to vary the length of a workweek or workday.

- e. First 40 tour of duty – a basic workweek of 40 hours performed within a period of not more than 6 days, without the requirement for specific days and hours within that 6 day period.
- f. Flexible Work Schedule (FWS) – a category of AWS which has an 80-hour biweekly requirement for which an employee determines a schedule within flexible time bands that meets workplace needs within applicable limits.
- g. Flexitour – a type of FWS with a basic work requirement of 8 hours per day and 40 hours per week, worked over 5 workdays.
- h. Maxiflex schedule – a type of FWS that contains required hours on fewer than 10 workdays in the biweekly pay period and in which an employee has a basic work requirement of 80 hours for the biweekly pay period but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within applicable limits.
- i. Irregular Tour of Duty – a work schedule established primarily for program and mission goals in which the hours of duty are scheduled in advance but the work hours in each workday are not the same or extend outside the normal Monday through Friday basic workweek.
- j. Premium pay – the dollar value of earned hours of compensatory time off or additional pay for overtime, night, Sunday, or holiday work, or for standby or availability duty.
- k. Regularly scheduled - work that is scheduled in advance of an administrative workweek under an agency's procedures for establishing workweeks in accordance with Federal law.
- l. Standard tour – a traditional work schedule, established primarily for program and mission goals, with a basic work requirement of 8 hours per day and 40 hours per week, worked over 5 workdays. Management generally sets arrival and departure times.
- m. Tour of duty
 - (1) For an FWS and First 40 - the limits within which an employee must complete his or her basic work requirement.
 - (2) For a CWS, standard tour, and other fixed schedules - the basic work requirement itself.
- n. Variation in work schedule – as referenced in this document, a temporary change in work schedule initiated by an employee or supervisor.

PROCEDURES

CHAPTER 1. ESTABLISHMENT OF WORK SCHEDULES AT GSFC

1.1 Organizational Requirements – Getting the Work of the Center Accomplished Safely

First and foremost, work schedules must enable an organization to effectively accomplish its mission. GSFC's mission is multifaceted, with varied attendance needs to fulfill its scientific, engineering, administrative, and other goals. The Center's facilities and other infrastructure resources must be managed efficiently, and with fiscal accountability. Furthermore, employees must work in a secure and safe environment.

The Center's standard business hours are 8:00 a.m. – 4:30 p.m. Supervisors must assure, within their organizations, a sufficient employee presence during these hours to facilitate necessary access to and by others, commensurate with their mission requirements. All work schedules should provide for sufficient customer access, communication with other workers, and accessibility to equipment and time-limited operations. Therefore, organizations providing administrative services should particularly assure sufficient business hour coverage to meet customer needs. Science and engineering organizations should assure that communication with contractors and partners is not compromised. These considerations must be primary factors in the determination of work schedule options for every organization.

All tours of duty requested by an employee and approved by his/her supervisor must observe all Center safety and security requirements and incorporate safe work practices. If any proposed tour of duty conflicts with safety, physical or IT security, or necessitates increased Center services or service levels, the tour of duty may not be approved.

It is important to distinguish what hours an employee must work for organizational needs versus those hours that are a personal preference. Employees are eligible for premium pay for certain work requirements. Most employees are eligible for night differential for work that is required to be performed between the hours of 6:00 p.m. and 6:00 a.m., whereas work performed solely due to an employee's AWS preference during these hours, when the employee has an option to work at least 8 daytime hours, conveys no entitlement to night differential. Similarly, most employees who are ordered to work more than 8 hours in a day or 40 in a week are eligible for overtime compensation, whereas hours in excess of 8 in a day or 40 in a week that an employee chooses to work as part of an AWS basic work requirement convey no entitlement to overtime compensation.

1.2 Balance of Work and Personal needs

Alternative work schedules provide employees the opportunity to request work schedules that can support personal needs while still fulfilling those of the Center. An employee's work schedule must be determined based on his or her role and the mission of the particular organization. Many employees can effectively perform their work through a variety of schedules, enabling them to select an AWS option for greater personal flexibility. Other employees may have more restrictive organizational needs but

may still be able to participate in limited AWS options on an ongoing or occasional basis. All work schedules must meet requirements as described in Section 1.2 and no work schedule should cause an adverse impact on the work to be done or cause a burden to co-workers. Organizations' schedule needs should not be arbitrarily determined to be more rigid than necessary merely for the purpose of limiting employees' schedule flexibilities.

Just as supervisors must distinguish between work schedule requirements for organizational needs versus employees' AWS preferences for pay purposes, this distinction is also important for determining Center service levels. There will be no additional services or increased service levels provided to exclusively accommodate an employee's AWS option outside the normal business hours of 8:00 a.m. to 4:30 p.m. For example, facilities services (e.g. heating and air conditioning) are provided to all buildings only during Center operating hours and only to certain mission critical buildings on a 24-hour per day, 7 days per week basis. If any employee choosing to work outside of the normal operational hours requires any specific service, he or she must check to see if that service is available during the chosen hours. If it is not, the employee must request a schedule that coincides with the availability of that service.

CHAPTER 2. Traditional Work Schedules

2.1 Standard tour

2.1.1 Basic work requirement– Fixed schedule of five 8-hour days and 40 hours per week.

2.1.2 Tour of duty- Specific arrival and departure times established by supervisors.

2.1.3 Premium pay

a. Overtime - Depending on the employee's exempt or non-exempt status under the Fair Labor Standards Act, hours of work that are officially "ordered in advance" or "suffered or permitted" to be worked, in excess of 8 hours in a day or 40 hours in a week constitute overtime hours.

b. Night differential – "Regularly scheduled" hours worked between 6:00 p.m. and 6:00 a.m. entitle an employee to night differential.

c. Sunday pay – "Regularly scheduled" hours (not to exceed 8) worked on a Sunday entitle an employee to Sunday premium pay.

d. Pay for holiday work- Employees are entitled to a maximum of 8 hours of holiday premium pay for holidays worked.

2.1.4 Holidays – Employees are entitled to 8 hours of basic pay for holidays not worked.

2.1.5 Applicability – Employees in positions with rigid scheduling needs (e.g. testing, launches, and positions requiring access during particular hours).

2.1.6 Procedures/Approval – Schedules assigned/approved by first-line supervisor.

2.2 First 40 Tour of Duty

2.2.1 Basic work requirement - 40 hours per week performed within a period of not more than 6 days, without the requirement for specific days and hours within that 6-day period.

2.2.2 Tour of duty - All work performed within the first 40 hours is considered “regularly scheduled”.

2.2.3 Premium pay

a. Overtime - Depending on the employee’s exempt or non-exempt status under the Fair Labor Standards Act, hours of work that are officially “ordered in advance” or “suffered or permitted” to be worked, in excess of 40 hours in a week constitute overtime hours.

b. Night differential – see section 2.1.3 b.

c. Sunday pay – see section 2.1.3 c.

d. Pay for holiday work - see section 2.1.3 d.

2.2.4 Holidays - see section 2.1.4.

2.2.5 Applicability - Employees whose duties cannot practicably be performed on a regular schedule without causing additional costs or adversely affecting the organization’s ability to carry out its assigned function. Work schedule based on organizational need, not employee preference.

2.2.6 Procedures/Approval

a. Supervisors may request the establishment or termination of an employee’s first 40 hours schedule via GSFC Form 27-4.

b. Requests should address in specific work-related terms the need for the schedule (e.g. requirement to frequently attend meetings, the schedule and duration of which cannot be predicted in advance.)

c. The Chief of the Career Development and Employee Work-Life Office is delegated the authority to approve a first 40 hours tour of duty.

d. Annual update – During the first quarter of each fiscal year, the Office of Human Resources (OHR) will provide each Director of with a listing of all employees in his or her directorate currently approved for a first 40 hours schedule. The directorates will advise the OHR of any proposed additions or deletions to the lists, via GSFC Form 27-4.

CHAPTER 3. Alternative Work Schedules

3.1 Flexible work schedule – Employees can request flexitour or maxiflex options within the following parameters.

3.1.1 Basic Work Requirement

- a. Flexitour- 8 hours per day and 40 hours per week.
- b. Maxiflex:
 - (1) 80 work hours in a biweekly pay period
 - (2) 30 hours minimum, 50 hours maximum per week
 - (3) Maximum of 12 regularly scheduled work hours per day (Maximum of 3 consecutive 12-hour work days)

3.1.2 Tour of Duty

3.1.2.1 An employee requests a particular work schedule by designating specific workdays and arrival and departure times in accordance with the guidelines in this section. Once approved, this schedule represents the days and hours for which the employee normally must be present for work.

3.1.2.2 Employees are required to be present for work for meetings and other organizational and mission requirements as determined by their supervisors.

3.1.2.3 A work schedule may include a maximum of two regularly scheduled, uncompensated breaks in the workday (i.e. lunch and a break for other employee needs). An employee's arrival/departure times should reflect the amount of time taken for these uncompensated breaks. For example, a 30-minute lunch and a subsequent 2-hour break within a 9-hour workday could occur between the arrival/departure times of 7:00 a.m. and 6:30 p.m.

a. Lunch

- (1) There is no minimum or maximum length of time for lunch but the length of the lunch break should be a part of the pre-approved work schedule, including commensurate arrival/departure times. The specific hour of the day that lunch is taken does not need to be pre-approved unless warranted by the needs of the organization.
- (2) An employee who does not take a break for lunch may request a work schedule that does not include a lunch break. This is an option only for employees who do not stop their work in order to eat lunch. Leaving the office to obtain food to be eaten in the office is considered a break for lunch. Although an employee may request this option, a supervisor cannot require an employee on an FWS to forego a minimum lunch break of 30 minutes.

b. Break for other purposes – A second break or a break for purposes other than lunch may be a part of the FWS. This break is an option that can be requested by an employee as a part of the FWS. Although

like other scheduling options, this break would be subject to supervisory approval, a supervisor may not require such a break in an employee's schedule. A possible application of such a break may be for an employee to leave the worksite to attend to personal needs such as an appointment or brief period of family member care followed by a pre-scheduled completion of the day's work hours in a telework arrangement.

3.1.2.4 Provisions applicable to Maxiflex only

- a. A Maxiflex may be established in a maximum of 6 days per week, Monday-Saturday. (A 6-day workweek that includes a Saturday workday is not expected to be a commonly used option. This option can be requested by an employee and if approved, become a part of the employee's basic work requirement, but can not otherwise be required by the supervisor as an FWS option.)
- b. A Maxiflex may include up to two weekdays off in a pay period.
- c. No minimum number of regularly scheduled work hours per day.

3.1.3 Variation in work schedule – An employee may temporarily adjust his or her regular work schedule for a personal reason, for a workplace requirement, or for a training activity. The resulting temporary work schedule should reflect the actual hours to be worked and must meet the basic work requirement and tour of duty guidelines described in this chapter. A supervisor may require an employee to vary the regular work schedule for a particular work need but should not require the employee to work in excess of 8 hours in a day or 40 hours in a week without applying appropriate overtime compensation provisions.

3.1.4 Premium pay

- a. Overtime - see section 2.1.3 a. Any hours that are part of an employee's requested FWS tour of duty do not constitute overtime.
- b. Night differential – Hours that must be worked between 6:00 p.m. and 6:00 a.m. Hours that an employee chooses to work during that time as part of an FWS, when 8 daytime hours are an option, do not entitle the employee to night differential.
- c. Sunday pay- "Regularly scheduled" Sunday work is not permitted.
- d. Pay for holiday work- see section 2.1.3 d.

3.1.5 Holidays – Employees are entitled to 8 hours of basic pay for holidays not worked regardless of the number of hours scheduled for that day in the employee's FWS. If the employee's hours would have normally been other than 8 hours for the day of the holiday (or an officially designated "in lieu of" holiday), the employee must request a variation in work schedule in order to add or deduct the difference to or from another day or days in the pay period.

3.1.6 Credit Hours

- a. Employees may elect to earn and use credit hours subject to supervisory approval.
- b. Credit hours may be applied to a subsequent workday in the same pay period or a maximum of 24 credit hours may be carried over to subsequent pay periods for an indefinite period as long as the employee remains on an FWS.
- c. Credit hours convey no entitlement to premium pay since they are employee options and not officially ordered.
- d. Credit hours may be worked on any day of the week, Sunday through Saturday, at the primary duty station or as part of a telework agreement.

3.1.7 Applicability – FWS options apply to employees whose work can be successfully accomplished without rigid scheduling requirements.

3.1.8 Procedures/Approval – An employee submits his or her tour of duty request, including any requests for schedule variations, to the supervisor in writing or by completing the work schedule section of an automated time and attendance system, as determined by the supervisor. The schedule may be worked following the supervisor's approval.

3.2 Compressed Work Schedules – two types of CWS's are available to certain employees within the Facilities Management Division only.

3.2.1 9 Days On/5 Days Off Work Schedule

- a. Basic work requirement – Fixed schedule of one 8-hour workday, eight 9-hour workdays, and by five consecutive days off.
- b. Tour of duty - Fixed shifts are worked according to the following schedule:
 - (1) 6:30 a.m. – 3:30 p.m.
 - (2) 2:30 p.m. – 11:30 p.m.
 - (3) 10:30 p.m.– 7:30 a.m.

3.2.2 5/4-9 Work Schedule

- a. Basic work requirement – Fixed schedule of one 8-hour work day, eight 9-hour work days, and one day off in an 80-hour pay period. (Note, a 5/4-9 schedule may also be arranged under Maxiflex provisions as described in Section 3.1.1. A Maxiflex 5/4-9 is distinguished from a CWS 5/4-9 by the flexible timeframes within which the tour of duty can be established.)
- b. Tour of duty – Specific hours are assigned by management in accordance with basic work requirement.

3.2.3 Lunch

a. When one or two shifts are in operation, a 30-minute unpaid lunch period will be scheduled during which the employee will be free from all duties connected with his/her job. This period may not be considered as duty for which compensation is payable, and an employee may not work during the established lunch period in order to shorten the workday.

b. When continuous shifts are in operation, and an overlapping of shifts to permit time off for lunch is not feasible, a lunch period of 20 minutes or less may be counted as time for which compensation is payable. Where a 20-minute, on the job lunch period is in effect, the employee must spend this time in the work area. If the work schedule does not include the lunch period, or if the lunch period is longer than 20 minutes, the time spent at lunch is not compensable time.

3.2.4 Holidays – Employees are entitled to basic pay for the number of hours in the CWS for that day or an officially designated “in lieu of” holiday.

3.2.5 Credit hours – Credit hours are not permitted under a CWS program.

3.2.6 Applicability - These schedules are limited to specific organizations in accordance with applicable bargaining unit agreements.

3.2.7 Procedures/Approval – Work schedules are coordinated and approved by the supervisor.

CHAPTER 4. Part-time Work Schedule

4.1 Basic work requirement - A fixed workweek of between 16 and 32 hours; workdays may not exceed 8 hours.

4.2 Lunch – See Section 3.1.2.3

4.3 Overtime – See Section 2.1.3 a.

4.4 Holidays – Employees are entitled to basic pay for the hours regularly scheduled to work on the holiday, not to exceed 8 hours. There is no entitlement to pay for the holiday if the holiday falls on a regular non-workday.

4.5 Applicability – A part-time schedule may be used by an employee who requests such scheduling and the schedule can be accommodated without adversely affecting the organization’s accomplishment of its mission.

4.6 Procedures/Approval - A part-time work schedule must be approved by the Director of.

a. Procedures - A Request for Personnel Action (SF-52), which includes the work schedule, with the specific days and hours to be worked should be forwarded through the Director of to the OHR.

b. The employee will be provided and must sign a Statement of Understanding, addressing the effect of a part-time work schedule on health benefit and Federal Employees Group Life Insurance premiums, leave accrual, and retirement.

c. Changes to Part-Time Work Schedule

- (1) Temporary changes – Temporary changes in work hours (either total hours worked or the arrival or departure time) may be made informally by mutual agreement of the supervisor and employee. Such changes may be made as a time card transaction if the change is for two pay periods or less. Changes for longer periods require submission of a Request for Personnel Action (SF-52).
- (2) Indefinite Changes – The supervisor may request a part-time employee to indefinitely increase his/her work hours to meet operational needs but may not require the employee to do so. Decreases in work hours may be made only at the request of the employee, unless made through appropriate reduction-in-force or other formal procedures.

CHAPTER 5. Irregular Tour of Duty

5.1 Applicability – An irregular tour of duty may be initiated by management when an employee must be present for duty at particular times during the workweek and other work schedule options are not appropriate. Irregular work schedules may also be used on a temporary basis for situations such as launches and tests, where multiple shift or around-the-clock operations require pre-determined fixed work periods which extend outside of normal work hours (i.e., evening, holidays, weekends) and/or in excess of 8 hours per day (e.g., 12 noon to 12 midnight for the stated duration of the test).

5.2 Delegation of Authority

5.2.1 Authority to approve irregular work schedules on a temporary basis, which arise because of work demands such as launch or test activities is delegated to Directors of.

5.2.2 Authority to approve all other temporary irregular work schedules which arise from an employee's request and all irregular work schedules for indefinite time periods is delegated to the Director of Human Resources.

5.2.3 Procedures - Requests for approval should be made through appropriate supervisory channels on GSFC Form 27-4.

CHAPTER 6. Intermittent Work Schedules

6.1 Basic Work Requirement/ Tour of Duty- Structured around the work to be performed. Hours of duty are not pre-scheduled.

6.2 Applicability – An intermittent work schedule is used to meet work requirements that cannot be regularly scheduled in advance. Such a schedule applies to employees who work on an as-needed basis

and is not appropriate for a position that could be filled by a regularly scheduled employee. If an employee's work schedule evolves into specific hours and days of each week in two or more consecutive pay periods, the work schedule must be changed to part-time or full-time as appropriate.

6.3 Delegation of Authority – Directors of may approve intermittent work schedules.

6.4 Effect on benefits - Employee benefits, including leave accrual, do not ordinarily apply to intermittent employees.

CHAPTER 7. Special Provisions Applicable to All Tours of Duty

7.1 Adjustment of Work Schedules for Religious Observances - An employee may request to work compensatory overtime for the purpose of taking time off without charge to leave when personal religious beliefs require that the employee abstain from work during certain parts of a workday or workweek.

7.2 Night and Weekend Duty (as a requirement rather than part of a FWS)

7.2.1 Such duty should be kept to a minimum. In scheduling, the supervisor should ensure that operational needs require the presence of the employee. General schedule (GS) employees may be entitled to premium pay for any work occurring between the hours of 6 p.m. and 6 a.m. or on Sunday. Entitlement is based on whether the work is or is not included in the employee's regularly scheduled workweek.

7.2.2 Any work during night or weekend hours which occurs due to sudden requirements and which could not reasonably have been foreseen during the previous week is occasional overtime, subject to overtime compensation without the added differential.

7.3 Rest Periods - Official rest periods during the daily tour of duty may be granted when, at the discretion of the cognizant Director of, it will benefit the GSFC.

7.3.1 Criteria to be considered in justifying the granting of rest periods include:

- a. Protection of employee's health by providing relief from hazardous work or work which requires continuous considerable physical exertion.
- b. Reduction of accident rate by removal of fatigue potential.
- c. Work in confined spaces or in areas where normal personal activities are restricted.
- d. Possible increase in or maintenance of high quality or quantity production attributable to the rest period.

7.3.2 Scheduling of rest periods will be governed by the following requirements:

- a. Rest periods may not, under any circumstances, be continuations of lunch periods.
- b. The aggregate period of rest may not exceed 15 minutes during each 4 hours of continuous work. If the period from the beginning of work to the lunch period is less than 4 hours, a rest period may be granted only in very unusual circumstances.
- c. Official rest periods granted under the provisions of this instruction will be considered as part of the time worked for which payment is due.

7.4 Time Changes

7.4.1 An employee working on a shift when daylight savings time goes into effect will be credited with the actual number of hours worked on that shift. Affected employees will be permitted to maintain their normal 8-hour shift duration and normal pay by working an hour past the specified end of shift, or they may apply for an hour of annual leave or leave without pay, as appropriate.

7.4.2 An employee working on a shift when standard time goes into effect will be credited with the number of hours actually worked.

CHAPTER 8. RESPONSIBILITIES

8.1 Employees:

- a. Should consider work requirements as well as personal needs in developing work schedule requests;
- b. Must request supervisory approval prior to beginning a work schedule;
- c. Must verify in advance that their work area will be accessible during any evening or weekend hours included in an FWS and request variation in work schedule or telework, if feasible, to accommodate lack of access due to facility renovations or repair; and
- d. Must assure appropriate documentation of hours worked and leave used.

8.2 Supervisors:

- a. must properly assess workplace needs to distinguish between organizational requirements and employee preference to facilitate mission accomplishment and appropriate utilization of premium pay;
- b. must assure employees' work schedules are consistent with organizational efficiency, appropriate Center standard business hour coverage, security, and safety;
- c. must assure that an employee's personal choice of work hours outside normal operational hours do not necessitate a requirement for increased Center services or service levels;

- d. Should enable employees' reasonable use of work schedule options, including consideration of telework for schedules that could be viable but for facility, security, or safety issues;
- e. Should assure employees requiring oversight (e.g. trainees and employees with performance or certain conduct problems) have work schedules conducive to their needs;
- f. Should approve work schedules fairly and equitably; and
- g. Must assure documentation of hours worked and leave used in Center-approved time and attendance system.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	01/20/04	Initial Release

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